



**District Court Clerk
Yellowstone County
Equal Opportunity Employer**
Two (2) Positions



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: December 17, 2021

Salary: \$13.82/hour

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Department: District Court

Grade: C

FLSA: Non-Exempt

**THIS POSTING HAS BEEN EXTENDED.
ACCEPTING APPLICATIONS UNTIL 5:00 PM ON JANUARY 3, 2022**

FUNCTION:

Full-time position, which performs record keeping and administrative support duties in the Office of the Clerk of District Court to ensure accurate and timely case management for the Court. Provides extensive support and assistance to the public in a courteous and professional manner. Performs a wide variety of legal support functions.

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED; and
- One (1) years' experience in the performance of multifaceted office support or detailed secretarial duties; or
- Any equivalent combination of experience and training.

DESIRED QUALIFICATIONS:

- One (1) year legal experience;
- One (1) year customer service experience;
- Excellent interpersonal and communication skills

Job description available upon request.

TO APPLY:

Submit by 5:00 pm on January 3, 2022;

1. **County Application**
2. **Resume**
3. **Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at www.co.yellowstone.mt.gov

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

NOTE: If this position becomes available within 90 days the same applicant pool may be considered.